

Overview

This section contains the detailed business requirements pertaining to the proposed work to be performed, as described in Section IV, Proposed Situation. See Section V, Administrative Requirements; Section VIII, Proposal Format and Content; and Section II, Rules Governing Competition for other requirements that must be met in order to be considered responsive to this RFP.

The state has determined that it is best to define its own needs, desired operating objectives, and desired operating environment. The state will not tailor these needs to fit some solution a bidder may have available; rather, the bidder shall propose to meet the state's needs as defined in this RFP. All requirements contained herein are **MANDATORY**.

The requirements are required as part of the proposal. The bidder must complete these actual items. Do not retype requirements. After each requirement, the bidder must fill in:

I understand and will comply with the above requirement. Indicate whether or not the proposal meets the requirements. All requirements must indicate Yes or No. All **mandatory** requirements must indicate Yes in the proposal to be responsive.

Reference: Enter the volume number and page number(s) of the documentation that specifically substantiates the requirement. If applicable, also indicate where the bidder's experience substantiates the requirement.

A. Minimum Qualifications for Bidders

Bidders must demonstrate how the firm and proposed staffing (lead/senior staff), including subcontractors, meet the following requirements through information provided in the documents submitted, including proposed work plan, staff resumes, and customer references. If bidders have/had additional years of experience, etc., additional value-added points will be given as stated in Section IX, Proposed Evaluation, D2.

- A.1** Three years of previous experience working with the public sector in requirements definition and Request for Proposal (RFP) development for an information technology acquisition valued at \$10 million or more. ▼

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I understand and will comply with the above requirement. Yes ___ No ___
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number: _____ *Page(s):* _____

- A.2** Demonstrated understanding and previous experience of COTS enterprise-wide financial management application functionality. Demonstrated experience should include work on a project that resulted in the successful implementation of an enterprise solution. Bidder must document at least one example of a project that was implemented based on requirements that the bidder helped define.

I understand and will comply with the above requirement. Yes ___ No ___
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number: _____ *Page(s):* _____

- A.3** Three years or five contract engagements during the last five years of previous experience researching and evaluating public sector accounting structures and processes for the purposes of restructuring those accounting schemes.

I understand and will comply with the above requirement. Yes ___ No ___
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number: _____ Page(s): _____

- A.4** Experience in facilitating large scale collaborative efforts and group work sessions with users from various backgrounds.

I understand and will comply with the above requirement. Yes ___ No ___
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number: _____ Page(s): _____

- A.5** Recent experience (within the last five years) in defining models/requirements for the purpose of establishing a benchmark which can be used in preparing and evaluating the proposal costs for a project valued at over \$10 million.

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I understand and will comply with the above requirement. Yes ___ No ___
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number: _____ Page(s): _____

- A.6** Five years of project management experience. Including experience that resulted in the successful completion of a large-scale project of this scope and size.

I understand and will comply with the above requirement. Yes ___ No ___
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number: _____ Page(s): _____

- A.7** Demonstrated communication skills, both written and oral, on goals, objectives and status with management, stakeholders, and staff. Must have at least three years of experience writing a variety of documents such as project work plans, status reports, meeting notes, feasibility study reports, special project reports, and standards documents.

I understand and will comply with the above requirement. Yes ___ No ___
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number: _____ Page(s): _____

B. Chart of Accounts (COA) and Standards – Work Plan Requirements

Bidders must submit a proposed work plan which demonstrates their understanding of the business requirements specified in this section. This work plan provides an opportunity to demonstrate the bidder's skill in presenting written information. Proposed work plans will be scored based on the degree to which each bidder's proposed work plan is clear, concise, complete, free of grammatical, spelling and stylistic errors, and the overall responsiveness to the project requirements.

The selection process will also include a structured interview conducted with each bidder. The interview will be in two parts, the first being a presentation of the proposed work plan by the bidder, followed by an interview panel employing structured questions. The interview provides an opportunity to assess the skills of each bidder in presenting information under similar, simulated circumstances. Points will be awarded based on the degree of clarity, concision and completeness of the presentation and the respective responses to the interview questions.

Bidder's responsibilities related to the Chart of Accounts are defined below:

- B.1** Interview departments to assess how effectively existing financial systems meet departmental needs to gain an understanding of system features being utilized and their purpose, what needs are not addressed by the system, how the department application interfaces with CALSTARS or the State Controller's Accounting system, and how existing interfaces could be impacted by a new structure. Financial systems could include (1) CALSTARS, (2) a departmental enterprise financial system, and (3) a system/process other than CALSTARS or enterprise financial system.

NOTE: Finance will conduct initial interviews, the requirement is to review the information gained and conduct follow-up interviews if necessary.

I understand and will comply with the above requirement. Yes ___ No ___
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number: _____ Page(s): _____

- B.2** Develop a working knowledge of the current Uniform Codes Manual (UCM). (See <http://www.dof.ca.gov/HTML/CALSTARS/Ucm.htm>).

I understand and will comply with the above requirement. Yes ___ No ___
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number: _____ Page(s): _____

- B.3** Develop and facilitate a workgroup of stakeholders identified by the BIS Project Office to assess departmental needs. Use critical needs included in the surveyed information as criteria for identifying stakeholders.

I understand and will comply with the above requirement. Yes ___ No ___
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number: _____ Page(s): _____

- B.4** Using input from the departments identified by the BIS Project Office in addition to surveyed information, use the workgroup to determine where the existing UCM structures do not meet current budgeting, accounting and report requirements.

I understand and will comply with the above requirement. Yes ___ No ___
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number: _____ Page(s): _____

- B.5** Analyze the COA being used by specified control agencies, the State Controller's Office (SCO), State Treasurer's Office (STO) and Department of General Services (DGS), to develop an understanding of their reporting/accounting needs and how they interface with the UCM and Finance.

I understand and will comply with the above requirement. Yes _____ No _____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s): _____

- B.6** Conduct market research to develop an understanding of the COA structure of the three most commonly implemented enterprise financial systems currently in use at a state agency, based on agreement with the BIS Project Office. Identify options related to specific systems that should be considered in COA development.

I understand and will comply with the above requirement. Yes _____ No _____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s): _____

- B.7** Develop an understanding of the state's need for both budgetary/legal basis accounting and reporting requirements and Generally Accepted Accounting Principles (GAAP) and Governmental Accounting Standards Board (GASB) basis of accounting and reporting requirements (including newly proposed requirements in GASB statements 34 and 35).

I understand and will comply with the above requirement. Yes _____ No _____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s): _____

- B.8** Review and record core reporting requirements specified by the project team (this will include the majority of state agencies, but not all), such as the preparation of the Comprehensive Annual Financial Report (CAFR), budget, regulatory reporting requirements and project and grant reporting. For each of these reporting requirements, separately list all the core data elements and their source (i.e., CALSTARS, or other departmental system).

I understand and will comply with the above requirement. Yes _____ No _____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s): _____

- B.9** Develop a catalog of the various systems that support the activities identified in B.8 above that includes as description of its purpose, age of the system, and the technology supporting the system.

I understand and will comply with the above requirement. Yes _____ No _____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s): _____

- B.10** Provide a comparison of the findings from department/Finance interviews, UCM analysis and enterprise financial systems, including the identification of strengths and weaknesses with various COA structures currently in use.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s): _____

- B.11** Provide assistance in presenting findings to participating stakeholders. Assistance may include meeting facilitation, preparation of presentation materials, note taking, etc.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s): _____

- B.12** Analyze the data gathered to support statewide budget/accounting reporting levels (e.g., financial management reporting to support the decision-making process) at the lowest common denominator while still providing departments flexibility to drill down to meet individual departmental needs.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s): _____

- B.13** Provide a summary report that includes, but is not limited to, a gap analysis on department/Finance findings, SCO, UCM and enterprise financial COAs that considers transition activities and GASB impacts. This report should also document key issues and the impacts on existing systems and users.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s): _____

- B.14** Provide a report that identifies how the state maintains flexibility to support the current budgetary basis reporting while using software that meets Generally Accepted Accounting Principles (GAAP) legal reporting requirements.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s): _____

- B.15** Recommend standard definitions based on common business practices and current COA analysis. (See UCM)

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s): _____

- B.16** Provide miscellaneous reports and presentations to the BIS Steering Committee regarding the COA findings.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s): ____

- B.17** Develop a structured methodology/business case for a future COA redesign effort to support a financial management system including change management steps, transition plan, training plan, and incorporation of performance measurements and metrics for specified program areas.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s): ____

- B.18** Review and record the impact of the state COA on budget development, administration, and reporting requirements, and how the state's budget process relates back to the COA.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s): ____

C. Acquisition Assistance – Work Plan Requirements

Bidders must submit a proposed work plan which demonstrates their understanding of the business requirements specified in this section. This work plan provides an opportunity to demonstrate the bidder's skill in presenting written information. Proposed work plans will be scored based on the degree to which each bidder's proposed work plan is clear, concise, complete, free of grammatical, spelling and stylistic errors, and the overall responsiveness to the project requirements.

The selection process will also include a structured interview conducted with each bidder. The interview will be in two parts, the first being a presentation of the proposed work plan by the bidder, followed by an interview panel employing structured questions. The interview provides an opportunity to assess the skills of each bidder in presenting information under similar, simulated circumstances. Points will be awarded based on the degree of clarity, concision and completeness of the presentation and the respective responses to the interview questions.

Bidder's responsibilities related to Acquisition Assistance are defined below:

- C.1** Provide support to plan and develop the RFPs and support the bid processes.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s): ____

- C.2** Develop a Project Plan that identifies schedules and activities for competitive bid processes from inception through contract awards.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.3** Facilitate work sessions with subject matter experts (SMEs) from Finance and participating departments to identify and document the detailed business requirements for BIS.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.4** Provide the planning, methodology, tools, techniques, and procedures, and any supplemental software to track BIS requirements. The requirements will be incorporated into the procurement documents.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.5** Develop and provide any procedures and materials (such as communications, marketing, surveys, etc.) necessary for defining and confirming business requirements. Finance will have the right to duplicate all materials and manuals.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.6** Provide the tools and procedures to develop and produce a Requirements Traceability Matrix.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.7** Develop the RFP to select and contract for COTS software in accordance with the State Administrative Manual (SAM) and DGS requirements.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.8** Develop the RFP to select and contract with a system integration consultant in accordance with SAM and DGS requirements.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.9** Identify, define, document, and confirm the necessary administrative, project management, project deliverables, and other project processes and procedure requirements to be included in the RFPs.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.10** Ensure that BIS procurement documents contain adequate specification for reliability, maintainability, and capacity performance.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.11** Provide assistance in addressing questions regarding the RFPs during control agency review and approval processes.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.12** Facilitate the development process for appropriate bid evaluation criteria and the weighting methodology for both RFPs that meets the approval of DGS Procurement Division.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.13** Develop a scoring tool for the evaluation methodology used for the procurements.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.14** Develop the technical models, processing requirements, and transaction levels that adequately establish a benchmark for the bidder. These models will be included in the RFP for the purpose of developing and evaluating proposal costs.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.15** Provide facilitation assistance and process support during the evaluation and selection processes for the software and system integrator. This includes, but is not limited to, participating in the proposal review sessions and capturing comments for state response letters; developing confidential state responses; and preparing for confidential vendor conferences.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.16** Develop the state model contract to be included with the RFPs in accordance with DGS requirements.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.17** Review procurement plans for compliance with activities required by the Office of Technology Review, Oversight and Security (OTROS).

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.18** Prepare a Special Project Report (SPR) that includes the recommended solution.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.19** Provide assistance in addressing OTROS questions regarding the SPR during the approval process.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- C.20** Provide support and knowledge for resolving protests to the RFPs and contract awards.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

D. Work Standard Requirements

The following are work standards for the project:

- D.1** The bidder will use Microsoft Office 2003 in the preparation of all project correspondence and deliverables, which the BIS Project will ultimately be responsible for using and maintaining.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- D.2.** The bidder will meet with Finance Project Director or designee and other appropriate resources to review an outline of each project deliverable in advance of its preparation. This process should properly establish expectations in advance on all sides regarding the content of, and identify acceptance criteria for deliverables and facilitate the review process.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- D.3** The bidder will store all project work papers on-site in designated project folders using a file structure specified by Finance.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- D.4** All bidder employees and subcontractors working on the BIS Project must comply with all Finance security and confidentiality policies and procedures. Each of the employees of the successful bidder, and any subcontractors and their employees must sign formal compliance agreements regarding security and confidentiality (Exhibits V-E and V-F).

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- D.5** The bidder's proposal must provide a description of their procedures for managing subcontractors involved in the project along with their reporting mechanisms. The description must include a process that will be used to resolve disputes.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- D.6** The bidder's project manager will keep the Finance Project Manager and Project Director apprised of the overall project status (this includes the COA and RFPs) by providing monthly status reports that identifies the activities completed since the last report, activities planned for the next reporting period, deliverables expected to be completed in the two

reporting periods, and issues that may impact the project. In addition to the Monthly Status Reports, the bidder's project manager will attend weekly status meetings with the Finance Project Manager.

I understand and will comply with the above requirement. Yes _____ No _____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number: _____ Page(s): _____

E. Deliverables and Payment

The bidder shall develop a work plan or schedule for task completion. Identify each major task, necessary subtask, and/or specific milestones by which progress can be measured. Payment will be based on the deliverables identified in the following table.

Payments will be made upon completion of the specified deliverables and acceptance by the Finance BIS Project Director. Payments will be based on 85 percent of the deliverable's contracted costs. The 15 percent withheld will be payable upon the delivery and acceptance of those deliverable annotated below by an asterisk (*).

Table VI-1 – Project Deliverables

Deliverables		Estimated Completion
E.1	Detailed Work Plan	1/30/2006
E.1	Comparison Report of UCM, department criteria, and enterprise financial systems	2/30/2006
E.3	Budgetary basis vs. Legal basis Reporting	2/30/2006
E.4	COA summary report (see Requirement B.13)	3/30/2006
E.5	Report of GAAP budgetary basis vs. legal reporting requirements	4/15/2006
E.6	Dictionary of common term and practices	5/30/2006
E.7*	Finalize strategy/business case for COA revisions	6/30/2006
E.8	Detail work plan for requirements definition sessions	7/30/2006
E.9	BIS requirements database	8/15/2006
E.10	Benchmark criteria	10/30/2006
E.11*	Release RFP for software	1/15/2007
E.12	Software vendor conferences	2/15/2007
E.13	Evaluation criteria for software proposals	3/1/2007
E.14*	Software recommendation	7/30/2007
E.15	RFP for system integrator	9/15/2007
E.16	System integrator conferences	10/15/2007
E.17	Evaluation criteria for system integrator proposals	11/1/2007
E.18*	System integrator recommendation	2/30/2008
E.19	SPR for OTROS review	3/15/2008
E.20*	Final SPR (with OTROS adjustments)	4/30/2008

I understand and will comply with the above requirement. Yes _____ No _____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number: _____ Page(s): _____

F. Facilities and Resources

- F.1** The bidder's core team must be available onsite (915 L Street, Sacramento) for the duration of this project, January 2006 through April 2008. Non-core team members may work offsite as required with pre-approval of the BIS Project Director.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- F.2** For purposes of this project, a work week is defined as a five-day week, Monday through Friday, except for state holidays.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- F.3** Travel by the bidder's team members for purposes related to the tasks defined, must be pre-approved by the Project Director with expenses being reimbursed at state rates consistent with the SAM. Money will be set aside in the contract for travel expenses, as stated in Section VII.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____

- F.4** Bidder resources exceeding the number of workstations provided by Finance (Finance will provide 5 workstations, per Statement of Work, State Responsibilities) will be required to provide their own workstations (laptops) and required software. Bidder staff using personal laptops will be required to sign a security agreement with Finance before LAN connection is permitted.

I understand and will comply with the above requirement. Yes ____ No ____
Provide documentation that substantiates compliance with the above requirement.
Reference Volume Number:_____ Page(s):_____